

DEPARTMENT OF TRANSPORTATION <b>PRECONSTRUCTION CONFERENCE AGENDA AND CHECKLIST</b>		CONTRACT NO.
CONTRACTOR		CONFERENCE HELD AT  DATE
CONTRACT DESCRIPTION AND LOCATION		PERSONS ATTENDING CONFERENCE <div style="display: flex; justify-content: space-around;"> <div>NAME</div> <div>ORGANIZATION</div> </div>
Place "X" in appropriate box if item is discussed with contractor		"X"
1. GOVERNMENT REPRESENTATIVES	A. CONTRACTING OFFICER (Name and title)	<input type="checkbox"/>
	B. AUTHORIZED REPRESENTATIVE (Name and title)	<input type="checkbox"/>
2. STATUS	A. COMMENCEMENT, PROGRESS, AND COMPLETION OF WORK	<input type="checkbox"/>
3. PROGRESS SCHEDULE	A. SUBMISSION FOR APPROVAL	<input type="checkbox"/>
	B. ITEMS TO BE INCLUDED	<input type="checkbox"/>
	C. COMPLIANCE WITH PROGRESS SCHEDULE AND ACTION BY CONTRACTING OFFICER IF CONTRACTOR FAILS TO MAINTAIN PROGRESS	<input type="checkbox"/>
	D. LIQUIDATED DAMAGES	<input type="checkbox"/>
4. CHANGES	A. AUTHORITY	<input type="checkbox"/>
5. CORRESPONDENCE	A. NORMALLY, ALL CORRESPONDENCE WILL BE ADDRESSED TO THE CONTRACTING OFFICER WITH A COPY TO HIS REPRESENTATIVE	<input type="checkbox"/>
6. SUPERINTENDENCE BY CONTRACTOR	A. NAME OF REPRESENTATIVE	<input type="checkbox"/>
7. OTHER CONTRACTS	A. COOPERATION WITH CONTRACTORS AND OTHER GOVERNMENT EMPLOYEES	<input type="checkbox"/>
	B. USE OF ROADS AND UTILITIES	<input type="checkbox"/>
	C. COORDINATION BETWEEN CONTRACTORS	<input type="checkbox"/>
8. SUBCONTRACTORS	A. PERCENTAGE ITEMS OF WORK PERFORMED BY PRIME CONTRACTOR'S OWN FORCES	<input type="checkbox"/>
	B. STATEMENT AND ACKNOWLEDGMENT, SF 1413, FOR EACH SUBCONTRACT. (FAR 52.222-11)	<input type="checkbox"/>
	C. CONTRACTUAL RELATIONS BETWEEN SUBCONTRACTORS AND GOVERNMENT	<input type="checkbox"/>
9. PAYMENT TO CONTRACTOR	A. RETAINED PERCENTAGE	<input type="checkbox"/>
	B. PAYMENT FOR MATERIAL AND EQUIPMENT ON SITE	<input type="checkbox"/>
	C. STORAGE AND PROTECTION	<input type="checkbox"/>
10. SHOP DRAWINGS	A. SUBMITTAL OF SHOP DRAWINGS	<input type="checkbox"/>
	B. SUBMITTAL OF EQUIPMENT LAYOUT	<input type="checkbox"/>
	C. RESPONSIBILITY OF CONTRACTOR TO ALERT GOVERNMENT IF ITEMS ARE NOT FULFILLING CONTRACT REQUIREMENTS	<input type="checkbox"/>
11. INSPECTION	A. RIGHT TO REJECT DEFECTIVE MATERIAL OR WORKMANSHIP	<input type="checkbox"/>
	B. NO REPRESENTATIVE IS AUTHORIZED TO CHANGE ANY PROVISION OF THE CONTRACT	<input type="checkbox"/>
	C. PRESENCE OR ABSENCE OF INSPECTOR SHALL NOT RELIEVE CONTRACTOR FROM REQUIREMENT OF CONTRACT	<input type="checkbox"/>
	D. ACCEPTANCE OF WORK	<input type="checkbox"/>
	E. SPECIFICATIONS GOVERN WHEN DIFFERENCES EXIST BETWEEN DRAWINGS AND SPECIFICATIONS	<input type="checkbox"/>
12. OPERATIONS AND STORAGE	A. STORAGE AREAS TO BE AUTHORIZED OR APPROVED	<input type="checkbox"/>
	B. DISPOSAL AREAS	<input type="checkbox"/>
13. LAYOUT OF WORK	A. GOVERNMENT ESTABLISHED BASE LINE AND BENCH MARK	<input type="checkbox"/>
	B. CONTRACTOR RESPONSIBILITY FOR LINE AND GRADES	<input type="checkbox"/>

Place "X" in appropriate box if item is discussed with contractor		"X"
14. COORDINATION OF TRADES	A. CONTRACTOR TO COORDINATE VARIOUS TRADES	<input type="checkbox"/>
	B. CONTRACTOR TO COORDINATE SHOP DRAWING AND LAYOUT OF VARIOUS TRADES	<input type="checkbox"/>
15. GOVERNMENT-FURN. PROPERTY AND SALVAGED MATERIAL	A. DELIVERY, INVENTORY, AND ACCEPTANCE	<input type="checkbox"/>
	B. STORAGE AND PROTECTION	<input type="checkbox"/>
	C. SALVAGE MATERIAL - SERVICEABLE OR UNSERVICEABLE	<input type="checkbox"/>
16. PROTECTION OF MATERIAL AND WORK	A. PROTECTION OF EXISTING STRUCTURES, UTILITIES, WORK, AND VEGETATION	<input type="checkbox"/>
	B. PERSONNEL SECURITY CLEARANCE AND IDENTIFICATION (If applicable)	<input type="checkbox"/>
17. LABOR	A. EQUAL OPPORTUNITY	<input type="checkbox"/>
	B. DAVIS-BACON ACT (Including Labor Department wage determination)	<input type="checkbox"/>
	C. CONTRACT WORK HOURS STANDARDS ACT - OVERTIME COMP.	<input type="checkbox"/>
	D. APPRENTICES	<input type="checkbox"/>
	E. PAYROLL RECORDS AND PAYROLLS	<input type="checkbox"/>
	F. COPELAND ("Anti-Kickback") ACT	<input type="checkbox"/>
	G. WITHHOLDING OF FUNDS TO ASSURE WAGE PAYMENT	<input type="checkbox"/>
	H. SUBCONTRACTORS - TERMINATION	<input type="checkbox"/>
18. NOTICE OF DELAYS	A. NOTICE TO CONTRACTING OFFICER OF ACTUAL AND POTENTIAL LABOR DISPUTES	<input type="checkbox"/>
	B. OTHER ACTUAL AND POTENTIAL DELAYS	<input type="checkbox"/>
19. SMALL BUSINESS SUBCONTRACTING PROGRAM	A. CONTRACTOR DESIGNATES LIAISON OFFICER	<input type="checkbox"/>
	B. MAINTAINS RECORDS AVAILABLE FOR REVIEW	<input type="checkbox"/>
	C. NOTIFIES CONTRACTING OFFICER IF SMALL BUSINESS IS NOT SOLICITED FOR SUBCONTRACTS	<input type="checkbox"/>
20. COMPLIANCE	A. COMPLIANCE WITH LOCAL RULES AND REGULATIONS	<input type="checkbox"/>
21. SAFETY	A. ACCIDENT PREVENTION	<input type="checkbox"/>
	B. CLEANING-UP	<input type="checkbox"/>
22. OTHER ITEMS (Add as necessary) (key to previous items, if applicable)		<input type="checkbox"/>
		<input type="checkbox"/>
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CERTIFICATION: The preceding items marked by "X" have been discussed.		
SIGNATURE FOR THE CONTRACTOR		SIGNATURE FOR THE GOVERNMENT
REMARKS (Continue on attached Sheet(s), if necessary)		